HRIS

HUMAN RESOURCES INFORMATION SOLUTION

HRIS Job Role Training

Adjust Time and Leave Time Balances

Forms: TA65.3, TA70.2, TA70.1, XR35.2

Table of Contents

Introduction

When it is discovered that an Employee's time was entered incorrectly into HRIS in a previous pay period or there is discrepancy with their leave balance in HRIS, adjustments must be processed. Adjustments may be made to leave plan balances, employee time history or both.

Some examples of adjustments to leave balances and pay history are (go to the Payroll Initiator Job Aids for more details on these examples):

- An Employee was paid for regular time when he should have had a partial day absence,
- An Employee is charged 8 hours of Annual leave instead of 8 hours of sick leave but was paid for all hours,
- An Employee was paid for regular time when he should have been charged sick leave,
- An Employee was paid for regular time when he should have charged leave time, however, he did not have leave time available to use so the time must be charged to LWOP.

Depending on the situation, you may use one or more of the following HRIS Forms to process different types of adjustments:

- The Plan Adjustments Form (TA70.1) – use this form to make global adjustments to balances for multiple Employees in a single Plan (e.g., Multiple Employees accrued leave time incorrectly in a plan. This Form would be used to make the adjustment),

Or

- The Employee Plan Adjustments Form (TA70.2) – use this form to adjust balances for a single Employee in multiple plans. This form should always be used when processing a leave balance adjustment as the result of a retroactive Employee Personnel Action (e.g., an employee had vacation time deduction on a day he/she was sick. An adjustment needs to be made to increase the vacation time and decrease his/her sick time),

And

- The Detail Time Entry Form (XR35.2). This form can be used to move hours between two pay codes or add hours that were not paid to the employee, however it does not update time accrual balances and should not be used for retroactive pay changes.

Leave balance adjustments entered into HRIS are processed on a nightly basis, but adjustments to time and pay will be picked up with the bi-weekly payroll cycle. Adjustments to the current pay cycle should always be made on the Employee's existing (current) Time Record.

Notes

- It is the responsibility of the Agency HR Staff to alert Payroll on leave balance adjustments that must be made due to retroactive Employee Personnel Actions (e.g., an employee was hired into the wrong time accrual plan, even though the plan is corrected, Payroll must adjust all the payroll cycles where the Employee received the wrong accrual amount).
- It is also the responsibility of the Agency HR/PR Staff to inform the HRIS Help Desk Payroll staff when Adjusted Hire Date is changed on an employee. The Adjusted Hire Date drives the accrual rates in the time accrual plans. If the dates are not corrected the employee will accrue incorrectly and the Agency PR office will have to complete manual accrual adjustments.

Adjustments to leave time or payroll history often require more than one step to complete the adjustment. Before entering an adjustment, you should review the process outlined in the Time and Leave Adjustments Process section (Page 5). This diagram should assist in determining what steps are necessary for that adjustment.

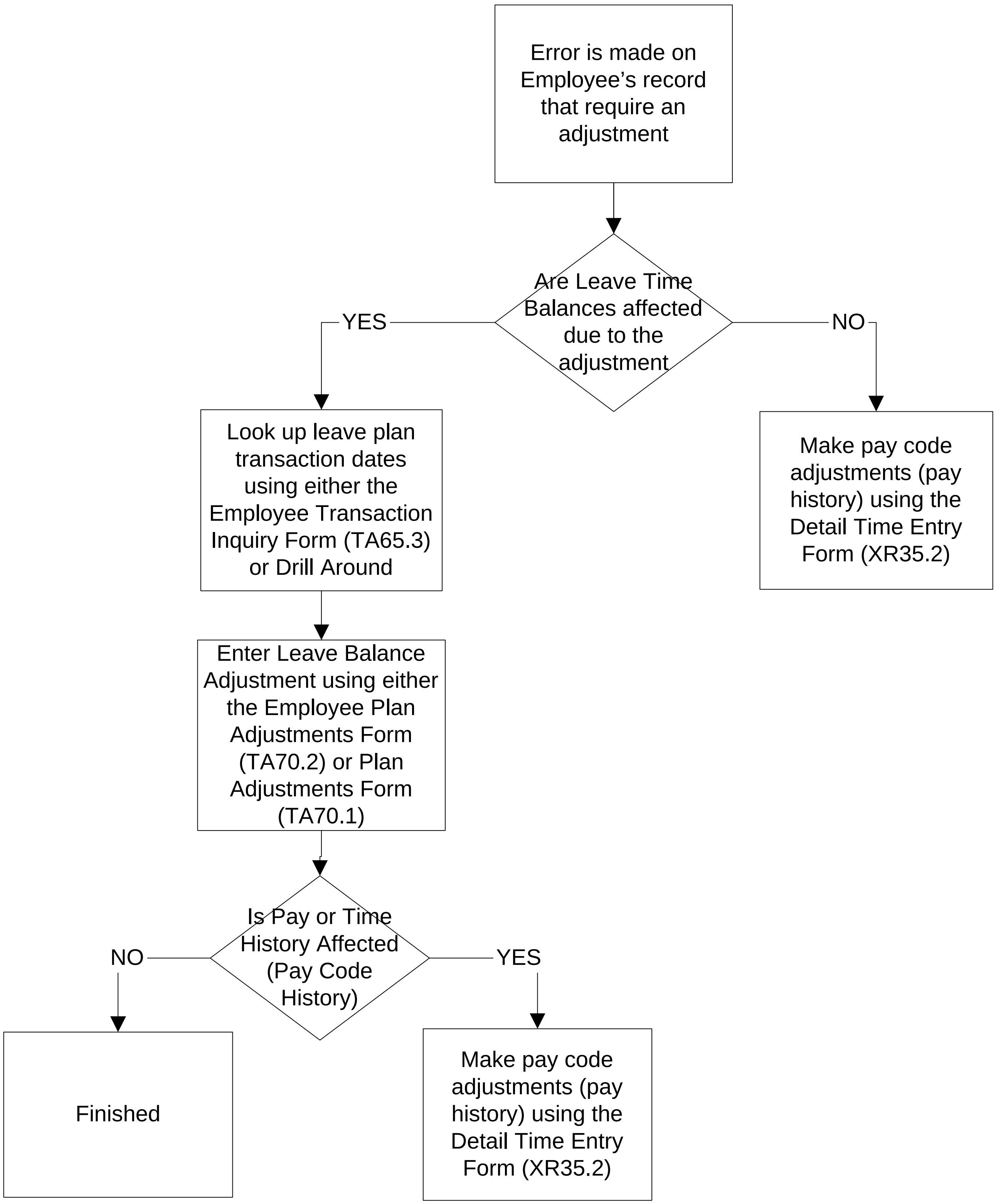
If agencies would like additional information on the mapping of HRIS expense accounts to AFIS, they should refer to the HRIS Job Aid – Labor Distribution Crosswalk to AFIS.

For additional information on the setup of HRIS expense accounts, please refer to the HRIS Labor Distribution Presentation.

If Agencies must make adjustments

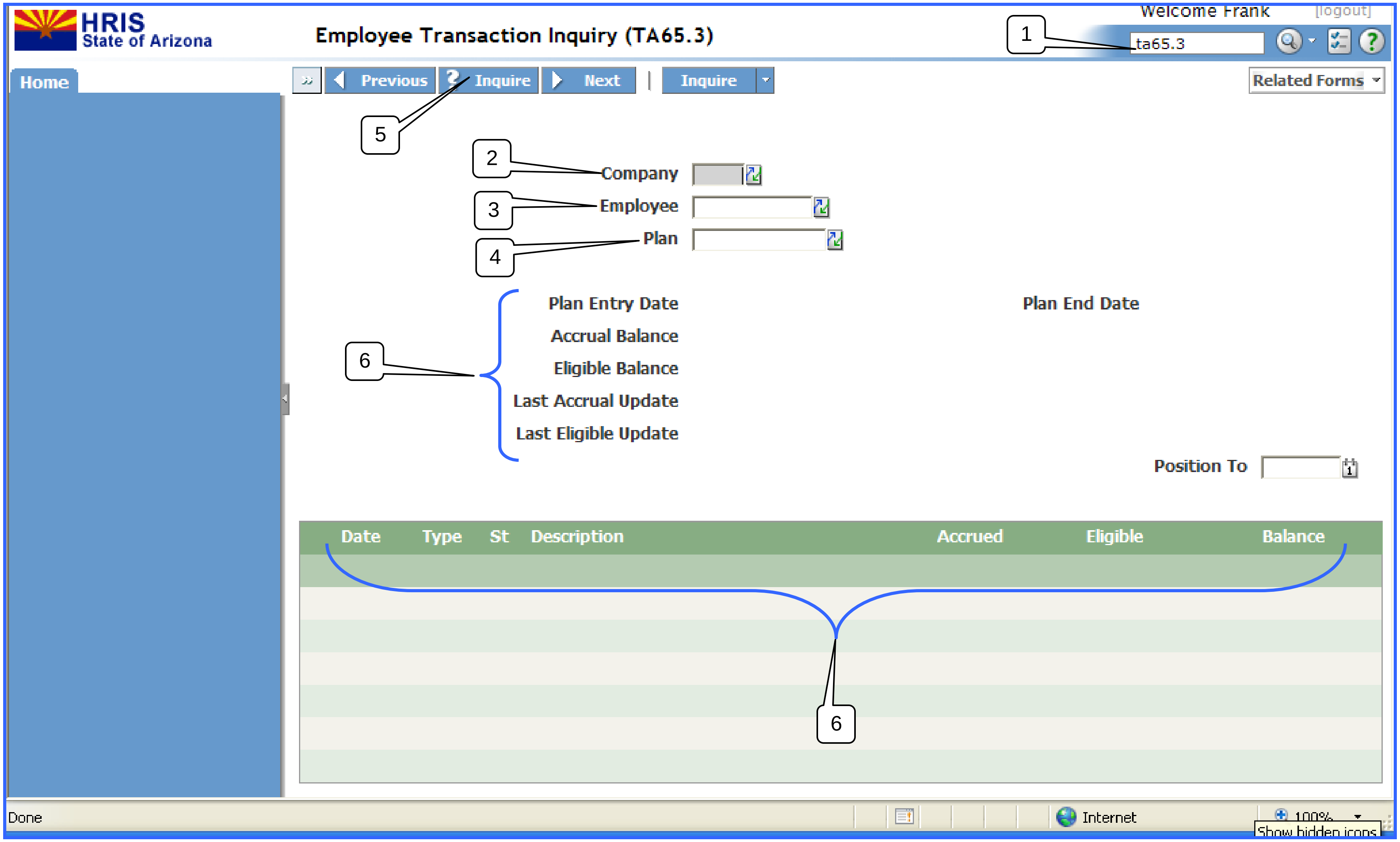
- Involving holidays, they should review the HRIS Job Aid - Holiday Annual Leave Processing
- Involving Attendance Codes (e.g., FMLA, Family Sick, etc), they should review the HRIS Job Aid – Attendance Code Usage in HRIS

Time and Leave Adjustments Process



Lookup Employee Leave Balance

Employee Transaction Inquiry Form (TA65.3)



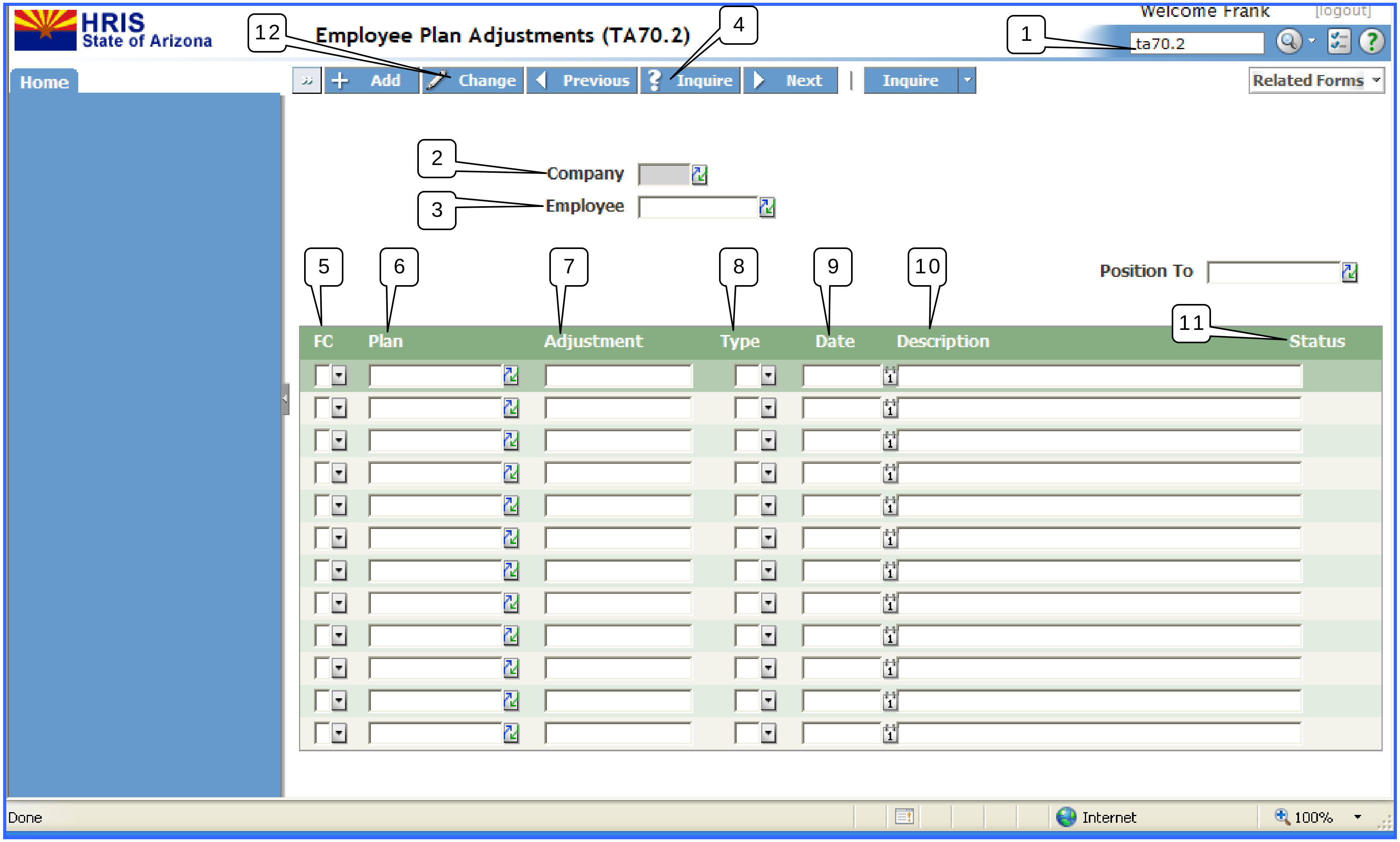
	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type TA65.3 in the White Search Box. Press *Enter* on the keyboard	The Employee Transaction Inquiry Form (Ta65.3) opens.	
2	**Company** Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	**Employee** Field	R	Type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN.
4	**Plan** Field	R	Type or select from the drop down menu the leave plan to view.		
5	**Inquire** Button	R	Click Inquire	You should get message "Inquiry Complete" or "more records exist – use Page Down" in the lower left corner.	Click the Page Down button on the keyboard to view more records. Page Down to the bottom where you will receive "Inquiry Complete" message. Be certain to look and make sure the transaction has not already been processed.
6	**Plan Entry Date** Field **Accrual Balance** Field **Eligible Balance** Field **Last Accrual Update** Field **Last Eligible Update** Field **Plan End Date** Field **Date** Field **Type** Field **ST** Field **Description** Field **Accrued** Field **Eligible** Field **Balance** Field	N / A	The results of the inquiry will be displayed. **Critical fields to view are**: • **Plan End Date** – if a date is showing, then the plan is ended and you will need to contact HRIS Helpdesk Payroll in order to complete your transaction. • **Date, Balance** – locate the date when the adjustment occurred and verify the balance (if the employee is requesting leave). Balance shows the balance at that date. • **Type** – represents the type of transaction. See Notes for more detail.	If necessary, repeat these steps to lookup the balances of the additional plans being impacted by this adjustment.	• **Date, Type, St, Description, Eligible, and Balance -** displays all transactions (including adjustments) processed in the current year for the specified time accrual plan. • **Type** - displays the type of transaction that was processed. o LE – Lost eligible. Hours lost because max hours reached. o ME – Manual Eligible (balance was adjusted) o TE – Transfer Eligible o U = Used o X – Both. Accrual and eligible hours • **St** - displays the status of the transaction that was processed. P = processed, C = closed. • **Description** - displays the transaction type description.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					• **Eligible** - displays the eligible hours associated with the transaction. • **Balance** - displays the balance for the transaction line. **Notes** • Once entered, the adjustments will appear on this form for the specified date in Status 'O'. As long as an adjustment is in status 'O' it can be deleted.

After all plan balances have been reviewed, you will enter the leave balance adjustment using the Employee Plan Adjustments Form (TA70.2) (Page 9) or the Plan Adjustments Form (TA70.1) (Page 12)

Enter Leave Plan Adjustments

Employee Plan Adjustments Form (TA70.2)

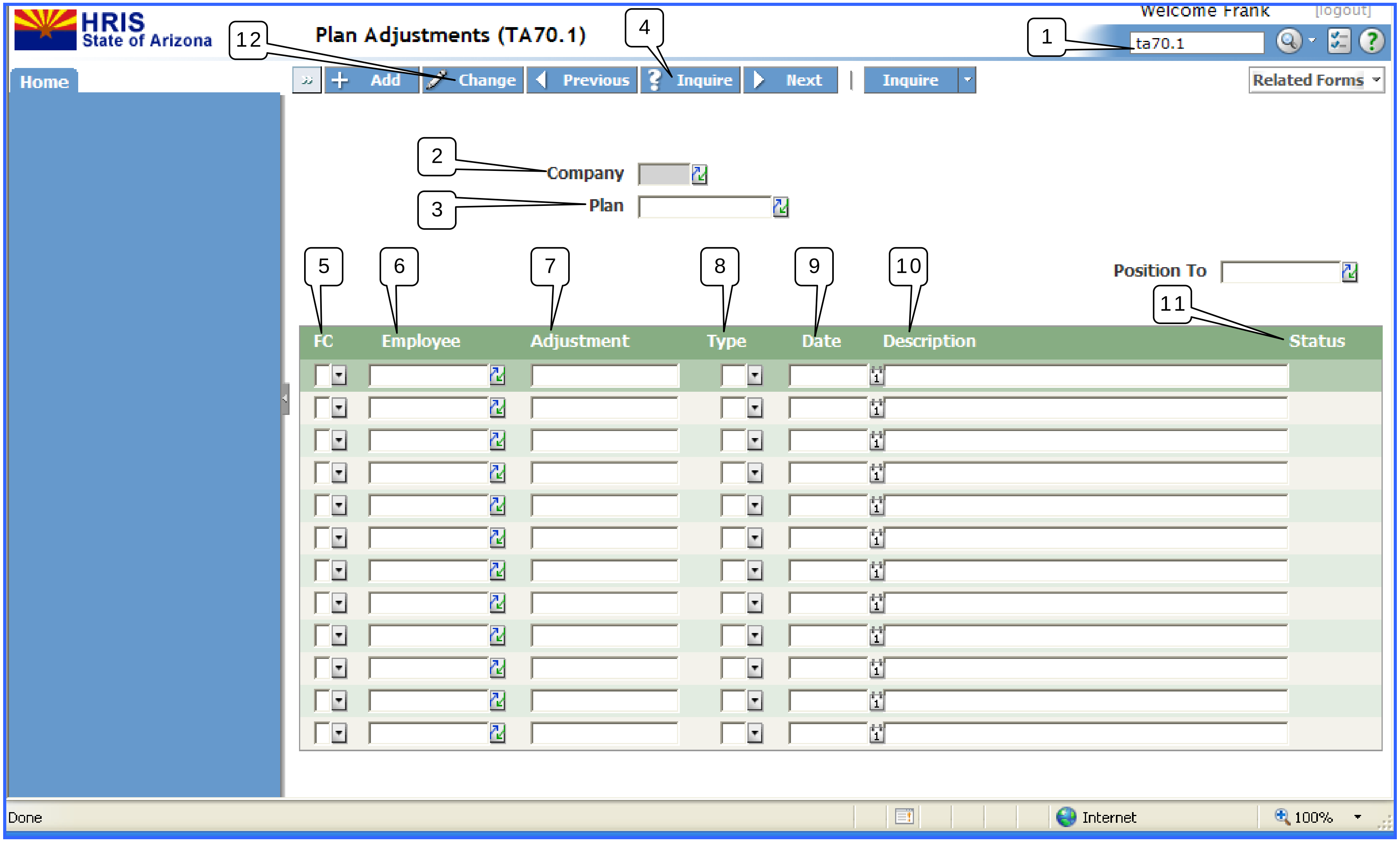


	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type TA70.2 in the White Search Box. Press *Enter* on the keyboard	The Employee Plan Adjustments (TA70.2) will open.	
2	**Company** field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	**Employee** field	R	Type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN.
4	**Inquire** Button	R	Click Inquire	If transactions exist you should get message "Inquiry Complete", if no records exist you will see "No More Transactions For Given Key" in the lower left corner. Any existing adjustments should appear on the form.	Click in the FC column for any row to begin adding adjustments. If data exists, it can be typed over without impacting the stored adjustments.
5	**FC** field	R	Type '**A**' or select '**Add**' from the drop down menu to add a new adjustment to the Employee's record. Type '**C**' or select '**Change**' from the drop down menu to change an existing adjustment in 'O' status. Type '**D**' or select '**Delete**' from the drop down menu to remove an adjustment in 'O' status from the Employee's record.		
6	**Plan** field	R	Type or select from the drop down the Plan name for the plan being adjusted.		Drop down menu displays all available plans. You must ensure to select the correct plan for the Employee.
7	**Adjustment** field	R	Type the adjustment amount (amount can be positive or negative).		For negative adjustments, the negative sign must be entered after the amount (e.g., '8.0-').
8	**Type** field	R	Type 'ME' or select Manual Eligible from the drop down menu for Type.		<u>**Do Not**</u> type or select 'MA' or Manual Accrual.
9	**Date** field	R	Type in current date of entry or the current pay period end date (see note) for the adjustment.		To process a manual transaction, the date must be less than or equal to the pay period end date on the time records for the current payroll cycle or in the history time record files. If you are keying a transaction on

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					Monday or Tuesday before compute you will need to date the transaction with the pay period end date or the transaction will not process until Wednesday after compute.
10	**Description** Field	R	Type in the description that outlines the purpose of the adjustment.		Things to include in the adjustment: impacted plans, date, hours, etc.
11	**Status** Field	R	Status field will auto fill after clicking 'Change'. Status of the transaction will be 'O' for 'Open'.		Transactions can be adjusted while in 'O' status.
12	**Change** Button	R	Click 'Change' to save the changes. NOTE: The Add button is not available for use.	You should get message "Change Complete – Continue" in the lower left corner.	The adjustment should now appear on the TA65.3 in 'O' status. This process will be processed with the nightly batch and will be effective on the Employee's record the following day.

If adjustments are required to the employee's pay history, follow the steps on the Enter Time Record (Pay History) Adjustments (Page 18).

Plan Adjustments Form (TA70.1)



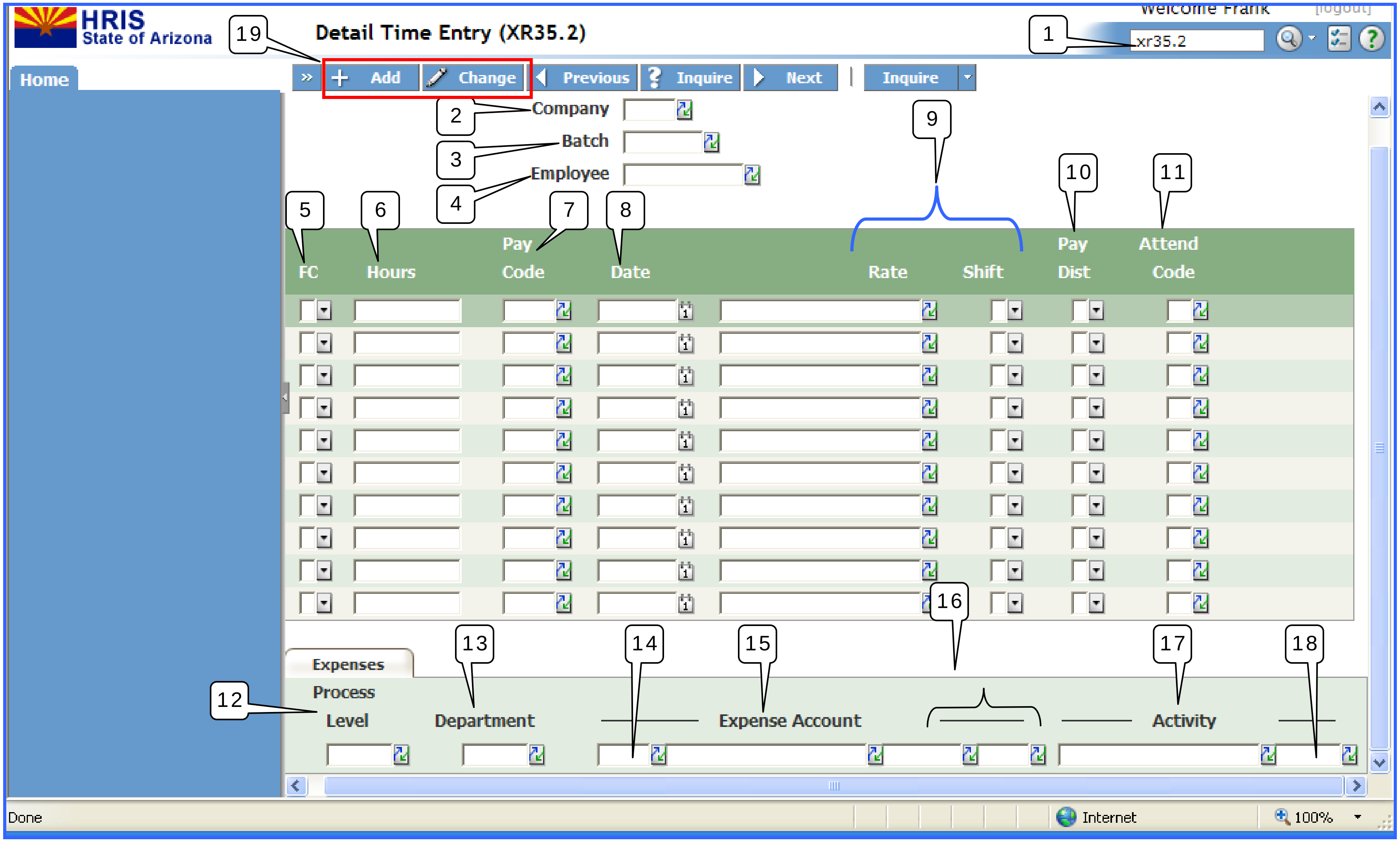
	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type TA70.1 in the White Search Box. Press *Enter* on the keyboard	The Plan Adjustments Form (TA70.1) will open.	
2	**Company** field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	**Plan** field	R	Type or select from the drop down the Plan name for the plan being adjusted.	System will bring up needed information.	Drop down menu displays all available plans. You must select the correct plan for the Employee.
4	**Inquire** Button	R	Click Inquire	If transactions exist you should get message "Inquiry Complete", if no records exist you will see "No More Transactions For Given Key" in the lower left corner. Any existing adjustments should appear on the form.	Click in the FC column for any row to begin adding adjustments. If data exists, it can be typed over without impacting the stored adjustments.
5	**FC** field	R	Type '**A**' or select '**Add**' from the drop down menu to add a new adjustment to the Employee's record. Type '**C**' or select '**Change**' from the drop down menu to change an existing adjustment in 'O' status. Type '**D**' or select '**Delete**' from the drop down menu to remove an adjustment in 'O' status from the Employee's record.		
6	**Employee** field	R	Type the Employee's EIN.		You must enter the correct EIN.
7	**Adjustment** field	R	Type the adjustment amount (amount can be positive or negative).		For negative adjustments, the negative sign must be entered after the amount (e.g., '8.0-').
8	**Type** field	R	Type 'ME' or select Manual Eligible from the drop down menu for Type.		**<u>Do Not</u>** type or select 'MA' or Manual Accrual.
9	**Date** field	R	Type in current date of entry or the		To process a manual transaction, the

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
			current pay period end date (see note) for the adjustment.		date must be less than or equal to the pay period end date on the time records for the current payroll cycle or in the history time record files. If you are keying a transaction on Monday or Tuesday before compute you will need to date the transaction with the pay period end date or the transaction will not process until Wednesday after compute.
10	**Description** Field	R	Type in the description that outlines the purpose of the adjustment.		Things to include in the adjustment:: impacted plans, date, hours, etc.
11	**Status** Field	R	Status field will auto fill after clicking 'Change'. Status of the transaction will be 'O' for 'Open'.		Transactions can be adjusted while in 'O' status.
12	**Change** Button	R	Click 'Change' to save the changes. NOTE: The Add button is not available for use.	You should get message "Change Complete – Continue" in the lower left corner.	The adjustment should now appear on the TA65.3 in 'O' status or you can drill around on the employee and select Time Accrual Balances This process will be processed with the nightly batch and will be effective on the Employee's record the following day.

If adjustments are required to the employee's pay history, follow the steps on the Enter Time Record (Pay History) Adjustments (Page 18).

Enter Time Record (Pay History) Adjustments

Detail Time Entry Form (XR35.2)



After completing the steps on the Plan Adjustments Form (TA70.1) (Page 12) or the *Employee Plan Adjustments Form (TA70.2)* (Page 9) follow the steps outlined below. It is critical that the steps on TA70.1 or TA70.2 be completed, because entering transactions on this form WILL NOT adjust the Employee's leave balance.

	HRIS Field	**R / O**	**Step/Action**	**Expected Results**	**Notes/ Additional Information**
1	White Search Box	R	Type XR35.2 in the White Search Box. Press *Enter* on the keyboard	The Employee Plan Adjustments (XR35.2) will open.	
2	**Company** field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	**Batch** Field	R	Skip the Batch Field (No Entry is Required). Batch number will be assigned when the changes are added to HRIS.		Batch numbers will only be entered if making changes to an existing adjustment batch. **Notes** • Adjustments **should** be processed in separate batches from the employee's regular time entry.
4	**Employee** field	R	Type the Employee's EIN.	System will bring up needed information.	You must enter the correct EIN.
5	**FC** field	R	Type '**A**' or select '**Add**' from the drop down menu to add a new adjustment time record. Type '**C**' or select '**Change**' from the drop down menu to change an existing adjustment time record. Type '**D**' or select '**Delete**' from the drop down menu to remove an adjustment time record.		
6	**Hours** field	R	Type the number of hours to be adjusted.		• If the adjustment time record is to remove hours from the history records, enter the hours as a negative (e.g., '8.0-'). • If the adjustment time record is to add hours to the history records, enter the hours as a positive. • Not all adjustments will require both a positive and negative

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
					adjustment. • Time accrual plans may not go to negative. Time records may only be added within the maximum of the hours available in that time accrual plan.
7	**Pay Code** field	R	Type or select from the drop down the pay code number to be adjusted.		
8	**Date** field	R	Type the date of the adjustment.		To process a manual transaction, use the actual date the error occurred as the date for the adjustment.
9	**Rate** field **Shift** field	O	HRIS will populate these fields with applicable data after clicking Add or Change. No entry in these fields is required.		Field will default to the Employee's Rate and Shift on the HR11.
10	**Payroll Distribution** Field	R	Type 'Y' or 'N' for whether or not the labor distribution on this time record should be overridden.		If a Payroll distribution record exists on the XR23.3 for the employee's position, then the field should be a 'Y'. To override what is on that record and enter a distribution on the XR35.2, then type 'N' in the field.
11	**Attendance Code** Field	O	Type or select from the drop down menu the applicable attendance code.		Attendance Codes are used for tracking FMLA, Family Sick, etc.
12	**Process Level** Field	R	DO NOT ENTER A PROCESS LEVEL. The applicable value will default into this field.		
13	**Department** Field	R	DO NOT ENTER A DEPARTMENT. The applicable value will default into this field.		Process Level and Department fields are view only. These fields cannot be changed.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
14	**Expense Account – Box 1** Field	R	Type or select from the drop down menu the Distribution Company. If you do not enter this information it will default.		Box 1 - Distribution Company - GL Company. Field is required.
15	**Expense Account – Box 2** Field	R	Type or select from the drop down menu the Accounting Unit. If you do not enter this information it will default.		Box 2 – Accounting Unit – field is tied to the GL Company, combination must be applicable or an error message will be received. Field is required.
16	**Expense Account – Box 3 & 4** Fields	R	DO NOT ENTER AN ACCOUNT or SUB ACCOUNT NUMBER.		Box 3 & 4 – Account and SubAccount – fields are not being used.
17	**Activity – Box 1** Field	R	Type or select from the drop down menu the Activity number. If you do not enter this information it will default.		Box 1 – Activity - If you are going to use an Account Category, you must input a value in this field.
18	**Activity – Box 2** Field	O	Type or select from the drop down menu the Account Category. If you do not enter this information it will default.		Box 2 – Account Category – If an Activity is entered then the Account Category field becomes required. For agencies that do not have an Account Category, use the default 'ZZZZZ'. If Acct Unit AFund Attribute is filled in, it must match the GL Company provided. If not, message will appear "AFund Attribute does not match GL Company". • If Acct Unit AFund Attribute is blank, then system checks the Activity AFund Attribute. This attribute must then match the GL Company. • If Accounting Unit AFund is blank, then an Activity Code must be provided.

<table>
<tr><th></th><th>HRIS Field</th><th>R / O</th><th>Step/Action</th><th>Expected Results</th><th>Notes/ Additional Information</th></tr>
<tr><td colspan="6">The first row of adjustment time records has now been entered. If additional rows need to be added to include additional hours, repeat step 5 (Page 16) through step 18 (Page 18) for those remaining rows.

If you have input information into all available rows on the Time Records page, and you have additional rows to input follow these steps:

• Click Add/Change – (Add will be clicked if the batch number does not exist, Change will be clicked if the time records already exist and are assigned to a batch number) the displayed rows are now saved into HRIS
• Click in the FC column on the first row
• Repeat step 5 (Page 16) through step 18 (Page 18) for those remaining rows. Delete the amount in the Rate field and ensure the information in the Shift, Pay Dist and Attend Code fields is applicable to the new entry.

Be advised, typing over existing data does not delete the information. This information was saved when you clicked Change.</td></tr>
<tr><td>19</td><td>Add/Change
Button</td><td>R</td><td>Click the ‘Add’ button if a batch number does not exist for this adjustment time record.

Click the ‘Change’ button if the time record already exists, and changes were made.</td><td>See message ‘Add Complete – Continue’ in lower left corner after clicking ‘Add’.

See message ‘Change – Complete Continue’ in lower left corner after clicking ‘Change’.</td><td></td></tr>
</table>

All adjustments must be recorded in HRIS. The Leave Balance adjustments will be reflective on the Employee’s record on the next business day. Adjustments to time records and pay history will not be process until the next payroll cycle.